

FORMAL LETTER (FORMAT)

Place
Area
Suburb
Postal code
Date

X X X X X

Name/ Title of the person

Name of firm

Address

X X X X X

Dear Sir/Madam

X X X X X

APPLICATION FOR POST OF

X X X X X

Paragraph 1: outline details for above

X X X X X

Paragraph 2: add more detail (development)

X X X X X

Paragraph 3: solution

X X X X X

I hope my application is considered favorably

X X X X X

Yours faithfully

Signature

Initials and surname

English Paper 3 Formats Of Letters

J. Daybell



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